



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909
phone: (517) 373-7171 *fax:* (517) 373-7615 *Web site:* courts.mi.gov/mji

September 24, 2004

***Chief Judges & Court Administrators Seminar:
Legally & Effectively Managing Your Workforce***

**December 1, 2004
Hall of Justice Conference Center
Lansing, Michigan**

INTRODUCTION

The Michigan Judicial Institute is pleased to announce a one day seminar for trial court judges and court administrators who, as employers and managers, struggle to perform their role legally and effectively.

This seminar was designed with the assumption that most judges and court administrators in Michigan have a basic knowledge of employment law issues. The seminar will predominantly consider the practical day to day employment law issues faced by chief judges and court administrators, rather than provide a review of the state of employment law. Participants in this seminar will receive a notebook containing resource materials which include reference materials on the guiding case law and statutes.

Participants in this seminar will discuss the role of the judge and court administrator as a manager of employees. Participants will also examine model case studies that illustrate some of the potential pitfalls around certain issues. The seminar will highlight the development of a proactive system that is consistent with the mandates of the law and ensures the efficient and effective use of the judge's and court administrator's time.

PROGRAM DESCRIPTION

The seminar will examine some of the troublesome areas that judges and court administrators encounter on a daily basis. The seminar will discuss best practices for: recruiting employees; use of probation periods; conducting performance appraisals; and use of discipline and discharge. The faculty will draw upon and integrate key issues identified by program participants in their pre-seminar survey. The presentations will note the legal considerations and discuss the implications for the court as an employer.

Some of the selected employment law topics that may be covered include:

- ◆ Americans with Disabilities Act
- ◆ Fair Labor Standards Act
- ◆ Family & Medical Leave Act
- ◆ Elliott-Larsen Civil Rights Act
- ◆ The Persons with Disabilities Civil Rights Act (PDCRA), formerly known as Michigan's Handicapper's Civil Rights Act
- ◆ Wrongful Discharge/Discipline
- ◆ Personnel Files and Records
- ◆ Dealing with Problem Employees
- ◆ Employee Privacy Issues – References, Searches, Drug Testing
- ◆ Unions & Labor Relations Issues
- ◆ Sexual Harassment

This seminar is designed with a highly interactive format. The material will be presented through the extensive use of faculty-guided small group exercises and discussions, as well as plenary session presentations.

SCHEDULE

8:30 – 9:00 am	Registration
9:00 am – 12:00 noon	Morning session
12:00 – 12:45 pm	Lunch
12:45 – 4:00 pm	Afternoon session

FACULTY

Lead faculty for this seminar are: Mr. Theodore H. Curry II, Professor and Director, School of Labor & Industrial Relations, Michigan State University and Ms. Sheila Kinney, Employment Law Attorney, Grand Rapids.

ELIGIBLE PARTICIPANTS

This seminar is designed for trial court judges and court administrators who are interested in improving their effectiveness as a manager in their courts and ensuring that the court employment practices comply with the legal requirements. Judges are encouraged to share this program announcement with their court administrator or other appropriate administrative personnel. Judges and court administrators may attend this training program as a team or individually.

LODGING AND MEALS

The Michigan Judicial Institute will provide double-occupancy lodging for all participants whose court offices are located more than 65 miles from the Hall of Justice. If a single room is requested, the participant is responsible for the additional lodging room cost. Please make the appropriate lodging request on the attached application form.

All seminar participants will receive a complimentary group luncheon, plus refreshment breaks during the course of the training session. All other incidental expenditures, including all other meals, mileage, telephone calls, entertainment, etc., are the responsibility of each individual or his/her governmental unit. If you require special accommodations, please indicate your needs on the application form.

PRE-REGISTRATION PROCEDURE

Judges and court administrators interested in attending this seminar, must complete the enclosed seminar application form AND pre-seminar survey. Both forms must be received by the Michigan Judicial Institute **no later than 5:00 p.m. on November 19, 2004.** Only fully completed applications and pre-seminar surveys will be considered, and an individual application form and survey must be completed for each applicant.

CONFIRMATION

Applicants will be mailed a confirmation letter detailing specific on-site registration information. If you have not received a confirmation letter by November 24, please contact MJJ as indicated below.

Facility space constraints will not allow the Michigan Judicial Institute to make any arrangements to accommodate spouses, family or friends of the seminar participants.

Questions concerning the application process and the program may be directed to Tricia Shaver, 517.373.7452; Cathy Weitzel, 517.373.7510, or Dawn F. McCarty, 517.373.7509.

Please fax completed application form and survey to:
Tricia Shaver
Program Assistant
Michigan Judicial Institute
517.373.7615

Application Deadline: NOVEMBER 19, 2004

Michigan Judicial Institute

APPLICATION FORM

***Chief Judges & Court Administrators Seminar:
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Note: Each participant must complete a separate application form.

NAME: _____

TITLE: _____

COURT: _____

ADDRESS: _____

_____ ZIP CODE: _____

TELEPHONE: (____) _____

LODGING ACCOMMODATIONS

The Michigan Judicial Institute will provide double-occupancy lodging for all participants whose offices are located more than 65 miles from the seminar site. If a single room is requested, the participant is responsible for the additional lodging room cost.

☐ I will not require lodging.

☐ I will require lodging for the following night:

☐ Tuesday, November 30, 2004

☐ I prefer a single-occupancy room. (I will pay the difference in the room rate.)

☐ I prefer a double-occupancy room. I am a: ☐ smoker ☐ non-smoker

Preferred Roommate: _____ Court: _____

ACCOMMODATIONS GUARANTEE

In order to guarantee your room, MJJ must receive a credit card number. Rooms not guaranteed will be released by the Sheraton Hotel at 6:00 p.m. on Tuesday, November 30th, 2004.

Please guarantee my room using the following credit card number:

- ☐ American Express
- ☐ Diners Club
- ☐ Discover

- ☐ MasterCard
- ☐ Visa
- ☐ Other: _____

Complete Card Number: _____ Expiration Date: _____

LODGING CANCELLATION

MJJ arranges guaranteed room reservations based on your request. Please direct all room changes and/or cancellations to Tricia Shaver at the Michigan Judicial Institute office, 517.373.7452. All cancellations on Tuesday, November 30, 2004, must be made directly to the Sheraton Hotel. If your reservation is not canceled, the cost of the room will be charged by the facility to the credit card number you have provided.

Please list below any special accommodations, due to a disability, that you will require during your stay:

Signature of Applicant

Date

Please **fax** completed application form and enclosed survey to:
Tricia Shaver
Program Assistant
Michigan Judicial Institute
517.373.7615

Application Deadline: NOVEMBER 19, 2004



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DATE: September 24, 2004
TO: Employment Law Seminar Applicants
FROM: Dawn McCarty, Cathy Weitzel, & Tricia Shaver
RE: Employment Law Survey

As part of the registration process for this seminar we would ask you to take several minutes to respond to the following questions. These confidential responses and suggestions will be used to further refine the seminar to best serve your needs.

1. My court is: ☐ Probate Court ☐ District Court ☐ Municipal Court
☐ Family Division ☐ Circuit Court

2. I am a: ☐ Court Administrator or deputy administrator
☐ Probate Judge ☐ District Judge ☐ Municipal Court
☐ Family Division ☐ Circuit Judge ☐ Chief Judge

3. I would like an update of the following (please rank, with 1 representing most needed and 7 as least essential):
☐ Recruitment/interview/selection process
☐ How to use the probationary period
☐ Alternative selection devised, e.g., interview, testing, medical exam
☐ Job analysis and job descriptions
☐ Employee performance appraisal planning, feedback, & development
☐ Discipline and discharge
☐ Employee Privacy Issues (references, background check, searches, HIPPA)
☐ Other _____

4. I would like to receive information related to (please rank your responses, with 1 being the item of most interest and 7 being of least interest):

- ____ Bullard Plawecki (personnel records requests and privacy issues)
- ____ Sexual harassment in the workplace -- minimizing the risk and understanding the concepts
- ____ Americans with Disabilities Act (ADA) and Michigan's Persons with Disabilities Civil Rights Act (formerly HCRA) -- compliance with employment requirements
- ____ Family and Medical Leave Act -- applying the required policy
- ____ Fair Labor Standards Act
- ____ Labor Relations issues
- ____ Liability theories: Disparate Treatment (intentional discrimination)
 Disparate Impact
 Wrongful Discharge
 General Employment Discrimination Laws
 (including Elliott-Larson)

5. What is the most critical employment issue that you or your court has struggled with this past year?

Name and Court (optional) _____

Please fax this survey along with your seminar registration form to MJJ:
Attn: Tricia Shaver, 517.373.7615.
Thank you!